



STOREKEEPER

The U.S. Embassy in Canberra is seeking an individual for the position of Storekeeper in the General Services Office.

Salary: A\$63,210 p.a.
Hours: Full time 40hours/week

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) and a Certificate III in Transport and Distribution (Warehousing and Storage) are required.
2. Two years of supply experience, with at least one year supervisory experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Current Truck (ACT Light Rigid) and Forklift licenses are required.
5. Demonstrated good working knowledge of warehouse procedures is required.
6. Demonstrated good organizational skills are required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **MARCH 16, 2012**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: STOREKEEPER	POSITION GRADE LE-7 (STARTING SALARY A\$63,210)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Supervises the Embassy warehouse, receiving, storing, safeguarding and issuing expendable (U\$137K) and non-expendable (U\$5M) supply items. This includes managing replacement cycles for furniture and appliances to approximately 130+ residences including furniture and equipment for the State and several agencies in Canberra. Incumbent supervises 7 warehouse staff and also has day to day responsibility for warehouse safety and security.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

A. Supervision of Direct-Hire Staff (15%)

Hiring of Staff

The Warehouse Operations Manager is responsible for getting and retaining the best people for the job and is fully involved in the process of selecting and hiring employees assigned to the Warehouse.

Management of Staff

Monitors and maintains a solid awareness of the performance and capabilities of all members of the Warehouse team to get the best effort from assigned staff. Counsels employees on areas in which performance should be strengthened, documenting all issues that require counseling. Solicits and reviews customer feedback on the performance of employees in an ongoing effort to improve service and eliminate service delivery problems. Monitors (and, where necessary, takes affirmative steps to address) the maintenance of a solid professional working relationships between members of the Realty Team, and further assure that such a relationship exists between the staff of the Realty Team and the other members of the GSO staff and the broader Embassy community. Maintains a highly vigilant attitude toward any possible issues of malfeasance and misconduct, and promptly brings to the attention of the S/GSO any concerns in this area. Prepares in a timely fashion all documents relating to the evaluation of employee performance.

Coordination of Leave

The Warehouse Operations Manager receives all requests for leave from employees working in the warehouse and coordinates the taking of leave so as to maintain a level of staffing that permits the accomplishment of the team's responsibilities. Provides the S/GSO with recommendations regarding the approval/disapproval of individual leave requests.

Training and Development of Staff

Develops, in consultation with the S/GSO, PMS and RHRO, a comprehensive training plan for all the staff of the warehouse. Training options to be coordinated include, but are not limited to, industry-related training courses outside of normal working hours, in-house training on computers, customer service training and cross training in other sections of the Embassy.

Awards and Recognition of Accomplishments

Monitors and documents employee's performance worthy of recognition. Works with the S/GSO on the nomination of individuals for awards, and routinely drafts award nominations for consideration, review and approval of the S/GSO.

B. Warehouse Operations (85%)

- Implement processes and oversee work to meet CMI and ICASS service delivery timelines.
- Responsible to Property Management Supervisor for the safe, efficient, cost-sensitive, and customer-centric operation of four ICASS cost centers (Admin Supply - #6133, Non-Expendible Property Mngt - #6143, Furniture Pool - #6144, Dedicated Whse Storage #7820) and the Welcome Kit Program under #7810/#7850.
- Coordinate and oversee delivery and pickup of furniture, appliances and equipment to the Embassy as well as Government Owned and Short-Term Lease properties on the basis of an approved Service Request.
- Manage the safe and orderly organization and storage of furniture and equipment in the warehouse.
- Ensure the completion of required paperwork on all additions, deletions and loans and submit to Data Entry Clerk for the update of records in Asset Management.
- Assist the Property Management Supervisor in the setup and execution of the warehouse annual inventory.
- Assist the Data Entry Clerk investigate discrepancies noted at residential and annual inventories.
- Oversee the repair of non-expendable furniture, appliances, and equipment on the basis of an approved Service Request.
- In association with the Property Management Supervisor, prepare submissions for replacement furniture and equipment cycles as required.
- Responsible for the day to day safety and security of the warehouse and contents. Ensure the safety of all items, regularly checking on the security of the warehouse, storing all items in a safe manner, providing protective covering where required, eliminating fire and safety hazards and ensuring cleanliness of all work areas at all times. Report breaches, and recommend solutions as appropriate in consultation with Post SHEM. First point of contact for alarm responses out of work hours.

- Oversee the scheduling of vehicle and equipment repairs and maintenance as required (either in-house or with local service agents).
- Coordinates and conducts pre-departure inspections of residences at about one month before departure to determine any damage beyond normal wear and tear. In situations where the Embassy either owns or intends to extend the lease on the property, a reconfigure assessment based upon the incoming family is to be conducted at the same time.
- Assist Property Management Supervisor in determining final disposition of assets returned to warehouse for disposal
- Oversee Sealed Bid Sale operations.
- Maintain warehouse waste disposal program with responsibility for determining whether items are reusable, recyclable or rubbish.
- Oversee loan items program to ensure all loans are conducted in accordance with 14FAM 412.4-2.
- Backstop the Property Management Supervisor during absences.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) and a Certificate III in Transport and Distribution (Warehousing and Storage) are required.
2. Two years of supply experience, with at least one year supervisory experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Current Truck (ACT Light Rigid) and Forklift licenses are required.
5. Demonstrated good working knowledge of warehouse procedures is required.
6. Demonstrated good organizational skills are required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS MARCH 16, 2012

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References